

System Components

The following equipment is connected to the AV system:

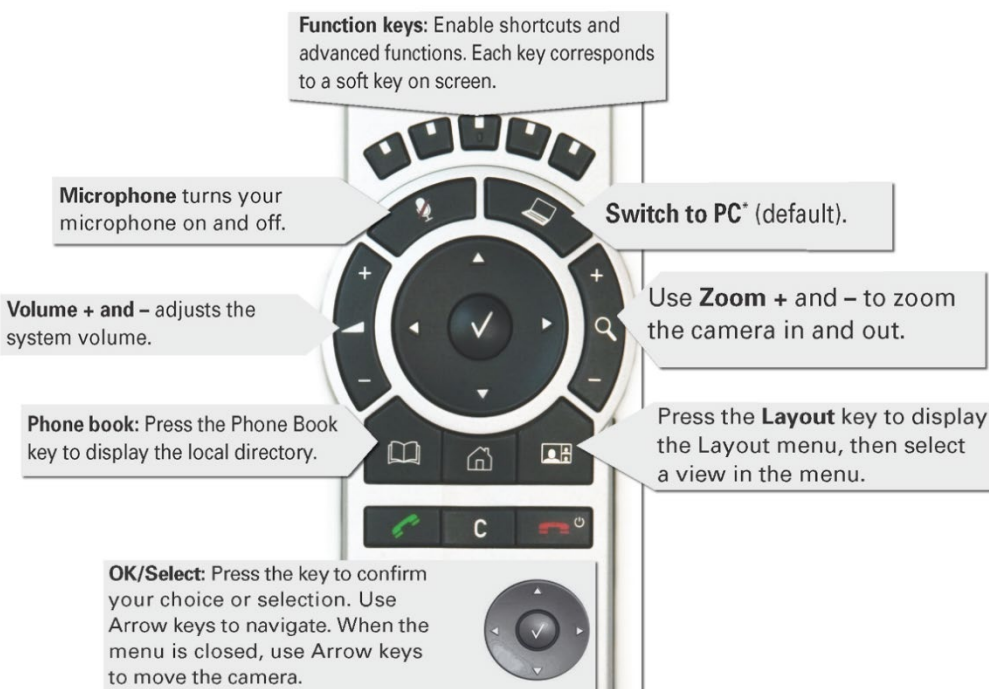
- 2x Flat panel displays
- All-in-1 desktop PC with inbuilt camera and microphone for Mediasite Desktop Recordings
- Document camera/visualizer
- Videoconference codec and Cisco remote control
- 8-button AV controller
- Microphone – lectern & ceiling
- HDMI, VGA, 3.5mm audio cables – To connect Analog laptops

Display On/off control

Press the **On** button to turn on both flat panel displays.



Cisco Remote Control



Log in to desktop PC
Use the JCU issued username and your password

Duplicate desktop PC display
Hold down the Windows key and press the P-key on the keyboard to access the PC display settings. Select 'Duplicate' on the floating menu. To show PowerPoint with notes, select 'Extend' from the floating menu.

Local Presentation

Show Desktop PC

Briefly press the **Switch to PC** key on the Cisco remote. We recommend using VLC media player on the desktop PC to play downloaded material.

Show Laptop

Connect the appropriate cable (HDMI or VGA), enable the laptop's dual display (Duplicate or Mirror) and briefly press the **Switch to PC** key on the Cisco remote.

Show visualizer/document camera

Press & hold the Switch to PC key on the Tandberg remote until a drop down menu appears on the display. Select **Doc Cam** and press the **OK/Select** key (white tick) on the Tandberg remote.

Videoconferencing

Activate the AV system by picking up the Cisco remote. If a menu appears in the bottom left corner, click the Arrow left key to close it.



Press the pan, tilt or zoom keys to adjust the camera settings.

A picture-in-picture showing the current camera angle is shown at bottom right. Close the camera angle preview, by pressing the **Exit** key (the actions of the five function keys along the top of the remote, correspond to a soft key visible along the bottom of the flat panel.

Connect a Conference Call



Conference calls are scheduled by VAVS. To connect a conference manually, press the phone book key, navigate to the room/addressee in question and press the connect key (green handset). The far end will appear on the left screen once the call is connected.

Videoconference Presentation



See the instruction for a local presentation, the presentation will appear on the right screen

Volume

Press **+** or **-** key to adjust the videoconference volume.

Support

AV Technical support Cairns:

Ext. 21700

AV Technical support Townsville:

Ext. 14643

Mediasite content:

mediasite@jcu.edu.au

Computers:

Ext. 21777

A/C or electrical faults:

Mex

Security:

Ext. 21293